



# Defense Travel Management Office



**WELCOME**

**T-220**

**OCONUS TRAVEL**



# DTS T-220 CLASS OVERVIEW

**Topic:** OCONUS Travel

**Target Audience:** Travelers, NDEAs, Travel  
Clerks

**Time:** 60 minutes

**Pre-Requisites:**

**T-101 Document Processing-Auth**

**T-102 Document Processing-**

**Voucher**

**OR**

**Equivalent DTS training or**



# TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

***If problem persists call the DISA Help Desk:***



# ATTENDANCE CREDIT



**SELECT: *GUEST***

**ENTER: *FULL NAME + SERVICE/AGENCY  
INITIALS***

Acrobat® Connect™ Professional

## F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen  
Smith/DTMO***

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

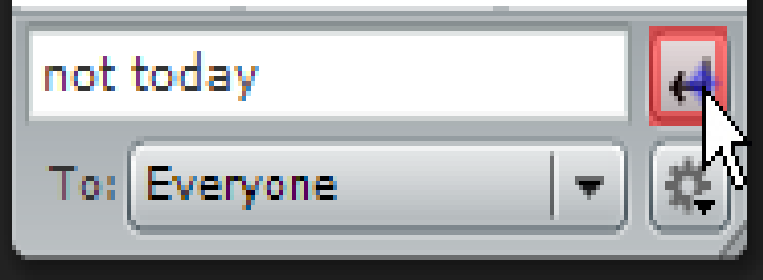


# COMMUNICATING IN CLASS



**Jacque Beck - guest:**

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?






# TRAINING OBJECTIVES

**After completing this class, you will be familiar with:**

- **Creating OCONUS reservations for airfare, lodging, and rental cars**
- **Fly America Act**
- **Premium Class Travel**
- **Updating Per Diem Entitlements**
- **Crossing the International Date Line (IDL)**
- **Expenses unique to OCONUS travel**
- **Currency conversion**
- **Common OCONUS pre-audit flags**



# OCONUS AIRFARE

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### Air Travel

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):  
DCA - Washington Ronald Reag

\* Arrival Airport (or city, state):  
NRT - Tokyo Narita Apt

\* Arrival or Departure:  
Departure   
11/01/2008   
11:00 AM

Show Alternate Airports: ☐

[Search](#)

### Air Travel

Please select flights for DCA - Washington Ronald Reagan National Apt to NRT - Tokyo Narita Apt departing on 11/01/2008 [Skip This Flight](#)

RESERVATIONS SUMMARY:

AIR: \$0.00



[GSA Contract w/ Limited Availability](#) [GSA Contract Airfare](#) [Other Gov't Airfare](#) [Other Airfare](#) [AltGSA](#)

GSA awarded fare is \$529.00

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default



\$811.40 Total Estimated Airfare (Including Taxes and Fees) Government Contract

[Class: YCA](#) [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	09:28 AM Depart DCA - Washington Ronald Reagan National Apt 10:34 AM Arrive ORD - Chicago O'Hare International Apt Equipment 320	Sat 01-Nov-08	Flying Time: 2h 6min Lay-over Time: 2h 21min
	12:55 PM Depart ORD - Chicago O'Hare International Apt 04:00 PM Arrive NRT - Tokyo Narita Apt +1 day Equipment 744	Sat 01-Nov-08	Flying Time: 13h 5min

\$811.40 Total Estimated Airfare (Including Taxes and Fees) Government Contract


[Class: YCA](#) [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	08:10 AM Depart DCA - Washington Ronald Reagan National Apt 09:11 AM Arrive ORD - Chicago O'Hare International Apt Equipment 319	Sat 01-Nov-08	Flying Time: 2h 1min Lay-over Time: 3h 44min
	12:55 PM Depart ORD - Chicago O'Hare International Apt 04:00 PM Arrive NRT - Tokyo Narita Apt +1 day Equipment 744	Sat 01-Nov-08	Flying Time: 13h 5min





# US CERTIFICATED AIR CARRIERS

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### Air Travel

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):

\* Arrival Airport (or city, state):

\* Arrival or Departure:

Show Alternate Airports: ☐

[Search](#)

### Air Travel

Please select flights for NRT - Tokyo Narita Apt to ADL - Adelaide Airport departing on 11/12/2008


[Skip This Flight](#)

RESERVATIONS SUMMARY:

Drop-off: 11/14/08  
Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08 [Remove](#)

LODGING: \$0.00  
Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08 [Remove](#)

### Windows Internet Explorer

 DTS is unable to find flights using a U.S. flag carrier for the selected destination. The following display includes a selection list of flights on non-U.S. flag carriers only. Please note on your pre-audit that flights were not available on U.S. flag carriers for the route / schedule requested.

[OK](#)





# REQUESTING ASSISTANCE



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## Air Travel

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):

\* Arrival Airport (or city, state):

\* Arrival or Departure:



Show Alternate Airports: ☐

## Air Travel

**Please select flights for HND - Tokyo Haneda  
Apt to BJB - Bojnord  
departing on 11/11/2008**

[Skip This Flight](#)

### RESERVATIONS SUMMARY:

AIR: \$811.40

DCA-Washington, DC (USA) (National Apt) to NRT-Tokyo, Japan (Narita Apt) : 11/01/08 09:28 AM Arrive: 11/02/08 03:00 PM

RENTAL CAR: \$996.73

EUROPCAR NRT - Tokyo Narita Apt, Japan Pickup: 11/02/08

Drop-off: 11/14/08

Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08

[Remove](#)

LODGING: \$0.00

Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08

[Remove](#)

Error Message: Air availability service: No flights found

[Request Assistance in Booking Flights](#)



# CTO COMMENTS - AIR

## CTO Comments - Air

No Flight Selected

NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

If necessary, add additional comments to the CTO:

CTO, please assist traveler with: HND - Tokyo Haneda Apt to BJB - Bojnord, depart on 11/11/2008 at 12:00 AM


TRAVELER IS RECOMENDED TO ENTER MORE SPECIFIC RESERVATION REQUEST INFORMATION HERE.

Cancel CTO Assistance

Send Comments to CTO



# ADDING TICKET INFORMATION

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AirRailRental CarLodgingOther TransportationSummary

**Other Trans.**

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**ADD Ticket Information**

Enter or select the required data.

Please Note: A Red Star ( \* ) indicates a field is required.

\* Type: -- Select --

\* Description:

\* Ticket No: See Attached Ticket 3

\* Ticket Value: 0.00

Cost: (If different from ticket value) 0.00

\* Departure Date (mm/dd/yyyy): 11/14/2008

Issue Date (mm/dd/yyyy):

\* Ticket Date (mm/dd/yyyy): 11/12/2008

CBA Label:

CBA Account: > [CBA Accounts](#)

If necessary, add comments to the travel agent:

> [view expense details](#)

Save

**Trip Summary**

**Overall Starting Point**

Leave From: ARLINGTON, VA [Edit](#)

Leave: 01-Nov-08

**Location 1: TOKYO CITY, JPN**

Leave From: ARLINGTON, VA [Edit](#)

TDY/TAD Loc: TOKYO CITY, JPN

Arrive: 01-Nov-08

Leave: 14-Nov-08

Carrier / Flight: United Airlines Inc. (UA) 609 [Edit](#)

Conf/PNR: 123456

Depart: 9:28AM - 01-Nov-08  
DCA-Washington, DC (USA) (National Apt)

Arrive: 10:34AM - 01-Nov-08  
ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 881 [Edit](#)

Conf/PNR: 123456

Depart: 12:55PM - 01-Nov-08  
ORD-Chicago, IL (USA) (O'Hare Apt)

Arrive: 4:00PM - 02-Nov-08  
NRT-Tokyo, Japan (Narita Apt)

Rental Car: EUROPCAR [Edit](#)

Airport: NRT - Tokyo Narita Apt, Japan

Confirmation: ABCD1234678-

Pick-Up: 02-Nov-08 9:00AM

Drop-Off: 14-Nov-08 6:00PM

**Overall Ending Point**

Leave From: TOKYO CITY, JPN [Edit](#)

Return Loc: ARLINGTON, VA

Arrive: 14-Nov-08

Carrier / Flight: United Airlines Inc. (UA) 882 [Edit](#)

Conf/PNR: 123456



# **FLY AMERICA ACT**

- **Mandates use of U.S. Certificated Air Carriers when available**
- **Reimbursement not allowed for non-approved use of Foreign Flag Carriers**
- **Exceptions can be found in JTR, Ch. 2, Part E and JFTR, Ch. 3, Part B**
- **Code Share Flights**
  - **Ticket number of US certificated flight must be used**



# **PREMIUM CLASS TRAVEL**

- **DoD policy requires use of coach (economy) class travel**
- **Blanket authorization and justification of premium class travel is prohibited**
- **Premium Class Travel is by exception only**
  - **Exceptions must be justified in accordance with JTR / JFTR**



# **PREMIUM CLASS TRAVEL**

## **(cont.)**

- **Must be approved by appropriate authority**
  - **Premium Class= 3 Star or civilian equivalent**
  - **Business Class= 2 Star or civilian equivalent**
- **Flights over 14 hours**
  - **Not justification for premium class travel**
- **Upgrades**





# OCONUS RENTAL CAR



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## Rental Car

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Pick-Up Date:

11/02/2008



\* Pick-Up Time:

04:30 PM



\* Drop-Off Date:

11/14/2008



\* Drop-Off Time:

05:30 PM



One-Way Rental:

☐

\* Pickup Airport (or city, state):

NRT - Tokyo Narita Ap

\* Type:

Compact



[Search](#)

## Rental Car

**Select Rental Car for**  
**NRT - Tokyo Narita Apt, Japan**  
**from 11/02/2008 through 11/14/2008**

[Skip This Car](#)

### RESERVATIONS SUMMARY:

AIR: \$1,652.90

DCA to NRT : 11/01/08 09:28 AM Arrive: 11/02/08 04:00 PM

NRT to DCA : 11/14/08 05:55 PM Arrive: 06:52 PM

[Cancel Flight](#)[Change](#)[Cancel Flight](#)[Change](#)

RENTAL CAR: \$0.00

[Government Rates](#)[Non-Government Rates](#)

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

☐

\$989.94

[Estimated Total Cost Including Taxes & Fees]

[Select Car](#)

National

NATIONAL  
IN TERMINAL  
Compact Car

Weekly Rate: \$491.89


Air Conditioning  
Automatic

Extra Hour: \$40.99

Extra Day: \$81.98  
Unlimited Miles/Kilometers



# CTO ASSISTANCE - RENTAL CAR

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### Rental Car


[Modify Search](#)

Please Note: A **Red Star (\*)** indicates a field is required.

\* Pick-Up Date:  
 


\* Pick-Up Time:  
 

\* Drop-Off Date:  
 

\* Drop-Off Time:  
 

One-Way Rental: ☐

\* Pickup Airport (or city, state):

\* Type:  
 

[Search](#)



### Rental Car

**RESERVATIONS SUMMARY:**

**AIR: \$1,652.90**  
DCA-Washington, DC (USA) (National Apt) to NRT-Tokyo, Japan (Narita Apt) : 11/01/08 09:28 AM Arrive: 11/02/08 03:00 PM  
NRT-Tokyo, Japan (Narita Apt) to DCA-Washington, DC (USA) (National Apt) : 11/14/08 05:55 PM Arrive: 06:52 PM

**RENTAL CAR: \$0.00**  
Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08 [Remove](#)

**LODGING: \$0.00**  
Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08 [Remove](#)

  
**Please use the Modify Search area to find rental cars.**  
  

If travel agent assistance is required, click on the button "Request Assistance in Booking Rental Car". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Rental Car](#)



# OCONUS LODGING

## Lodging

### Modify Search

Please Note: A **Red Star (\*)** indicates a field is required.

\* Check-in Date:

11/20/2008



\* Check-Out Date:

11/30/2008



Select By:

TDY Location



\* City / TDY Location:

TOKYO CITY

JPN

\* Distance:

10

Miles

Search

## Lodging

Select Lodging for TOKYO CITY  
from 11/20/2008 through 11/30/2008

Skip This Hotel

### RESERVATIONS SUMMARY:

LODGING: \$0.00

Govt Safety Compliant Lodging

Other Published Rates

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

Lodging Per Diem Rate Allowed is \$192.00 in TOKYO CITY, JPN

\$52.83 - \$55.61

Rate Range

[Additional Hotel Information](#)

Select Hotel



COMFORT HOTEL NARITA  
968 HANAZAKI-CHO  
NARITA JP 286-0033

81-476 24 6311  
81-476 24 6321

Approx. Distance:  
5 Miles

\$57.53 - \$287.65

Rate Range

[Additional Hotel Information](#)

Select Hotel



NARITA PORT HOTEL  
658 OYAMA  
NARITA JP 286 0131

81 476 355511  
81 476 353002

Approx. Distance:  
5 Miles

\$75.07 - \$220.53

Rate Range

[Additional Hotel Information](#)

Select Hotel



RADISSON HOTEL NARITA  
650-35 NANA E TOMISATO-  
SHI

81-47-693-1234  
81-47-693-4834

Approx. Distance:  
7 Miles



# OCONUS LODGING (cont.)

City :

State :

Country :

Distance :

 Miles[Return to Hotel Listing](#)

COMFORT HOTEL NARITA

968 HANAZAKI-CHO

NARITA JP 286-0033

81-476 24 6311

81-476 24 6321

[Additional Hotel Information](#)

For property check in/check out times, view 'Additional Hotel Information' or the property website.

Cancellations not received according to the hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view 'Additional Hotel Information' or the property website.

State/Local rates may not apply to Federal Government Travelers

## GOVERNMENT RATES

GOVERNMENT/MILITARY RATE  
1 TWIN BED /NO SMOKING/ALARM CLOCK  
/REFRIGERATOR/HAIR DRYER/COMPUTER  
HOOKUP/DESK

\$55.61/night

Tax  
TAXES  
INCL

[Select Room](#)

GOVERNMENT/MILITARY RATE  
1 TWIN BED /ALARM CLOCK/REFRIGERATOR  
/HAIR DRYER/COMPUTER HOOKUP/DESK

\$55.61/night

Tax  
TAXES  
INCL

[Select Room](#)

## AAA RATES

AAA RATE  
1 TWIN BED /NO SMOKING/ALARM CLOCK  
/REFRIGERATOR/HAIR DRYER/COMPUTER  
HOOKUP/DESK

\$50.05/night

Tax  
TAXES  
INCL

[Select Room](#)

AAA RATE  
1 TWIN BED /ALARM CLOCK/REFRIGERATOR  
/HAIR DRYER/COMPUTER HOOKUP/DESK

\$50.05/night

Tax  
TAXES  
INCL

[Select Room](#)

## CORPORATE RATES

CORPORATE/BUSINESS RATE  
1 TWIN BED /NO SMOKING/ALARM CLOCK  
/REFRIGERATOR/HAIR DRYER/COMPUTER  
HOOKUP/DESK

\$52.83/night

Tax  
TAXES  
INCL

[Select Room](#)



# CTO ASSISTANCE - LODGING



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## Lodging

### Modify Search

Please Note: A **Red Star (\*)** indicates a field is required.

\* Check-in Date:



\* Check-Out Date:



Select By:



\* City / TDY Location:

\* Distance:

Miles

## Lodging

**Select Lodging for Tokyo**  
**from 11/02/2008 through 11/14/2008**

[Skip This Hotel](#)

### RESERVATIONS SUMMARY:

**AIR: \$1,652.90**

DCA-Washington, DC (USA) (National Apt) to NRT-Tokyo, Japan (Narita Apt) : 11/01/08 09:28 AM Arrive: 11/02/08 03:00 PM [Cancel Flight](#) [Change](#)  
NRT-Tokyo, Japan (Narita Apt) to DCA-Washington, DC (USA) (National Apt) : 11/14/08 05:55 PM Arrive: 06:52 PM [Cancel Flight](#) [Change](#)

**RENTAL CAR: \$996.73**

EUROPCAR NRT - Tokyo Narita Apt, Japan Pickup: 11/02/08 [Cancel Car](#) [Change](#)  
Drop-off: 11/14/08

Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08 [Add It Now](#) [Remove](#)

**LODGING: \$0.00**

Reservation Skipped - TOKYO CITY, JPN Dates: 11/01/08 - 11/14/08 [Add It Now](#) [Remove](#)

**No hotels found. Please modify hotel name and/or increase the search radius and try again.**

If travel agent assistance is required, click on the button "Request Assistance in Booking Hotel".  
NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Hotel](#)



# PER DIEM EDITS

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## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

### [GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/08	TOKYO CITY,JPN	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC- Individual	130.50 Personal	192 / 174	NONE				
11/02/08	TOKYO CITY,JPN- IDL W	<a href="#">Edit</a>	<a href="#">Reset</a>	192.00	192.00 GOVCC- Individual	0.00 Personal	192 / 174	NONE				
11/03/08	TOKYO CITY,JPN	<a href="#">Edit</a>	<a href="#">Reset</a>	192.00	192.00 GOVCC- Individual	174.00 Personal	192 / 174	NONE				
11/04/08	TOKYO CITY,JPN	<a href="#">Edit</a>	<a href="#">Reset</a>	192.00	192.00 GOVCC- Individual	174.00 Personal	192 / 174	NONE				
11/05/08	TOKYO CITY,JPN	<a href="#">Edit</a>	<a href="#">Reset</a>	192.00	192.00 GOVCC- Individual	174.00 Personal	192 / 174	NONE				
11/06/08	TOKYO CITY,JPN- IDL E	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC- Individual	304.50 Personal	192 / 174	NONE				

[Reset All](#)[Edit All](#)





# PER DIEM EDITS - LODGING



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[Non-Mileage](#)

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[Per Diem Entitlements](#)

[Substantiating Records](#)

## Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: TOKYO CITY, JPN

Values Apply From Date: 11/01/2008

Values Apply Through: 11/06/2008



### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 192 / 174

Lodging: \$ 225 [view expense details / currency calculator](#)

M & IE: \$ 130.50 [view expense details / currency calculator](#)

### Duty Conditions

Check all of the following that apply:



# PER DIEM EDITS - ACTUAL LODGING

## Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- ☐ **No Other Per Diem Entitlements**
- ☐ **Leave**  
Check here if you are taking leave for the above date or date range.
- ☐ **Duty Day(s)(No Per Diem)**  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ **Non-Duty Day(s)**  
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ **Authorized Delay**  
Check here if you need to use Authorized Delay for the above date or date range.
- ☒ **Actual Lodging**  
Check here if you need to use Actual Lodging for the above date or date range.  
  
Actual Lodging costs limited to: 242.00
- ☐ **OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ **In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**  
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements



# INTERNATIONAL DATE LINE





# IDL WEST EXAMPLE



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## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/08	IN TRANSIT	> <a href="#">Edit</a>	> <a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	60.00 Personal	135 / 80	NONE				
11/02/08	AGANA,GU-IDL W	> <a href="#">Edit</a>	> <a href="#">Reset</a>	135.00	135.00 GOVCC-Individual	0.00 Personal	135 / 80	NONE				
11/03/08	AGANA,GU	> <a href="#">Edit</a>	> <a href="#">Reset</a>	135.00	135.00 GOVCC-Individual	80.00 Personal	135 / 80	NONE				
11/04/08	AGANA,GU	> <a href="#">Edit</a>	> <a href="#">Reset</a>	135.00	135.00 GOVCC-Individual	80.00 Personal	135 / 80	NONE				
11/05/08	AGANA,GU-IDL E	> <a href="#">Edit</a>	> <a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	140.00 Personal	135 / 80	NONE				

[Reset All](#)[Edit All](#)



# IDL WEST WITH "LOST DAY"



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## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/08	IN TRANSIT	> <a href="#">Edit</a>	> <a href="#">Reset</a>	0.00	0.00 GOVCC- Individual	60.00 Personal	135 / 80	NONE				
11/02/08	IN TRANSIT-IDL W	> <a href="#">Edit</a>	> <a href="#">Reset</a>	0.00	0.00 GOVCC- Individual	0.00 Personal	135 / 80	NONE				
11/03/08	AGANA,GU	> <a href="#">Edit</a>	> <a href="#">Reset</a>	135.00	135.00 GOVCC- Individual	80.00 Personal	135 / 80	NONE				
11/04/08	AGANA,GU	> <a href="#">Edit</a>	> <a href="#">Reset</a>	135.00	135.00 GOVCC- Individual	80.00 Personal	135 / 80	NONE				
11/05/08	AGANA,GU-IDL E	> <a href="#">Edit</a>	> <a href="#">Reset</a>	0.00	0.00 GOVCC- Individual	140.00 Personal	135 / 80	NONE				

[Reset All](#)[Edit All](#)



# IDL EAST EXAMPLE



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## Per Diem Entitlements

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[GSA State Tax Exemption Listing](#)


Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/11/08	WASHINGTON,DC-IDL E	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	112.00 Personal	209 / 64	NONE				
11/12/08	WASHINGTON,DC	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	64.00 Personal	209 / 64	NONE				
11/13/08	WASHINGTON,DC	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	64.00 Personal	209 / 64	NONE				
11/14/08	WASHINGTON,DC-IDL W	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	0.00 Personal	209 / 64	NONE				
11/15/08	WASHINGTON,DC	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	48.00 Personal	209 / 64	NONE				

[Reset All](#)[Edit All](#)





# IDL EAST WITH "LOST DAY"

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## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.


[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/11/08	WASHINGTON,DC-IDL E	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	112.00 Personal	209 / 64	NONE				
11/12/08	WASHINGTON,DC	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	64.00 Personal	209 / 64	NONE				
11/13/08	WASHINGTON,DC	<a href="#">Edit</a>	<a href="#">Reset</a>	209.00	209.00 GOVCC-Individual	64.00 Personal	209 / 64	NONE				
11/14/08	WASHINGTON,DC-IDL W	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	0.00 Personal	209 / 64	NONE				
11/15/08	IN TRANSIT	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	48.00 Personal	209 / 64	NONE				

[Reset All](#) [Edit All](#)



# OCONUS EXPENSES

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## Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).


[→ create an expense item from a government charge card transaction](#)


Leave: 12-Oct-08    Return: 18-Oct-08    **Add Expense**

\* Expense Type:  

- OR -

\* Cost: \$

\* Date:  

\* Method of Reimbursement:  

[→ view expense details / currency calculator](#)

**Save Expense**

## Expenses Summary

Expense Type	Date	Cost	E/R
Currency Conversion Fee	10/14/08	\$5.00	<a href="#">Edit</a> <a href="#">Remove</a>
Foreign Entry/Exit Fee	10/14/08	\$17.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Internet	10/16/08	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Visa/Passport	10/17/08	\$45.00	<a href="#">Edit</a> <a href="#">Remove</a>
GOVCC ATM SERVICE FEE	10/17/08	\$15.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Sales Tax	10/18/08	\$100.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	10/18/08	\$100.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$332.00	



# GTCC EXPENSE LINK

## Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$ 197.35	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$ 24.35	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$ 26.20	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Greyhound Busline (4131)	12/20/2006	\$ 99.31	<a href="#">Add &gt;</a>
<input type="checkbox"/> Wal-Mart (1234)	12/19/2006	\$ 1,226.60	
<input type="checkbox"/> Cheers Pub (1234)	12/18/2006	\$ 35.00	
<input checked="" type="checkbox"/> Metro Rail (4111)	12/17/2006	\$ 6.00	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> USPS - Postage (9402)	12/16/2006	\$ 6.40	<a href="#">Add &gt;</a>

## Expenses Summary


Description	Date	Amount	
Hotel Room Tax	10/18/2008	\$ 100.00	<a href="#">Remove</a>
Hotel Sales Tax	10/18/2008	\$ 100.00	<a href="#">Remove</a>
Currency Conversion Fee	10/14/2008	\$ 5.00	<a href="#">Remove</a>
Foreign Entry/Exit Fee	10/14/2008	\$ 17.00	<a href="#">Remove</a>
Hotel Internet	10/16/2008	\$ 50.00	<a href="#">Remove</a>
Visa/Passport	10/17/2008	\$ 45.00	<a href="#">Remove</a>
GOVCC ATM SERVICE FEE	10/17/2008	\$ 15.00	<a href="#">Remove</a>

Total Expenses: \$ 332.00

[Save Expenses](#)[Cancel](#)



# CURRENCY CONVERSION

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Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).


[→ create an expense item from a government charge card transaction](#)

Leave: 12-Oct-08    Return: 18-Oct-08    **Add Expense**

\* Expense Type:  ▼

- OR -

\* Cost: \$

\* Date:  

\* Method of Reimbursement:  ▼

[→ view expense details / currency calculator](#)

**Save Expense**

### Expenses Summary

Expense Type	Date	Cost	E/R
Currency Conversion Fee	10/14/08	\$5.00	<a href="#">Edit</a> <a href="#">Remove</a>
Foreign Entry/Exit Fee	10/14/08	\$17.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Internet	10/16/08	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Visa/Passport	10/17/08	\$45.00	<a href="#">Edit</a> <a href="#">Remove</a>
GOVCC ATM SERVICE FEE	10/17/08	\$15.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$132.00	



# CURRENCY CONVERSION (cont.)

## Expense Details

Use this screen to edit the expense details.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

### Cost Options

Expense Type: Taxi - Terminal

Expense Cost: 19.86

Reimbursable: ☒

Expense Category: OTHER

Method of Reimbursement: Personal

### Foreign Currency Calculator

Foreign Currency: 1450.00

Exchange Rate: 73.000 (Foreign Units/US \$)

#### Reverse Exchange Rate

If the expense cost doesn't appear to be correct, then try using the following exchange rate:


0.013698630136 (US \$/Foreign Units)

Return

Save



# CURRENCY CONVERSION (cont.)

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Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).


→ [create an expense item from a government charge card transaction](#)

Leave: 12-Oct-08Return: 18-Oct-08Add Expense

\* Expense Type:

- OR -

\* Cost: \$

\* Date:  

\* Method of Reimbursement:

→ [view expense details / currency calculator](#)

Save Expense

### Expenses Summary

Expense Type	Date	Cost	E/R
Currency Conversion Fee	10/14/08	\$5.00	<a href="#">Edit</a> <a href="#">Remove</a>
Foreign Entry/Exit Fee	10/14/08	\$17.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Internet	10/16/08	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Visa/Passport	10/17/08	\$45.00	<a href="#">Edit</a> <a href="#">Remove</a>
GOVCC ATM SERVICE FEE	10/17/08	\$15.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$132.00	





# COMMON OCONUS AUDIT FLAGS

1.	<b>Reason Flagged</b> → ACTUALS EXPENSE	<b>Item Description</b> → ACTUAL EXPENSE ALLOWANCE REQUESTED.	<b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a> <div></div>
2.	<b>Reason Flagged</b> → IDL IN PER DIEM	<b>Item Description</b> → Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel. See help.	<b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a> <div></div>
3.	<b>Reason Flagged</b> → POSSIBLE EXCESSIVE EXPENSE	<b>Item Description</b> → THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Gasoline-Rental/Govt. Car > 75	<b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a> <div></div>
4.	<b>Reason Flagged</b> → TRAVEL MODES	<b>Item Description</b> → CA EXCEEDS THRESHOLD - 996.73	<b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a> <div></div>
<b>The following are provided for advisory purposes only</b>			
5.	<b>Advisory</b> → FOREIGN TRAVEL	<b>Advisory Description</b> <a href="#">&lt;Help&gt;</a> → FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL PROCESSING REQUIREMENTS.	



# SUMMARY

- **OCONUS reservations**
- **Fly America Act**
- **Premium Class Travel**
- **Per Diem Entitlements**
- **Crossing the International Date Line (IDL)**
- **Currency conversion**
- **Expenses unique to OCONUS travel**
- **Common OCONUS pre-audit flags**



# CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website & TRAX



# **THANK YOU FOR ATTENDING DISTANCE LEARNING**

**For a three month schedule of  
DTMO distance learning classes**

**Go to the  
DTMO Website > Training Resources Center**